

PROCEEDINGS OF THE MARQUETTE COUNTY BOARD OF SOCIAL SERVICES

The Marquette County Board of Social Services met on November 13, 1979 at 4:30 p.m. in room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson
Betty Howe, Member

County Commissioner: Frank Leone

Visitors: Scott Macy, AMCAB
Ann Wamser-Smith, AMCAB
Brad Collins, AMCAB

Staff Present: David A. Berns, Secretary to the Board
Jacqueline Dault, County Hospitalization Coordinator

I. The meeting was called to order by James Dompierre. The minutes of the October 8, 1979 meeting were reviewed and approved as submitted.

II. Scott Macy, Brad Collins and Ann Wamser-Smith representing the Alger Marquette Community Action Board described the new energy assistance program to be operated by their agency. The main purpose of the presentation was to discuss and propose methods for coordinating assistance with programs operated by the Department of Social Services. It was agreed that Marquette County DSS would attempt to serve all persons receiving ADC, GA or SSI benefits. If the department was unable to meet these needs, then the client would be referred to AMCAB. Persons not receiving other benefits from the department would be sent to AMCAB for a determination of eligibility from that agency first.

AMCAB will attempt to serve all low income families and individuals who are not receiving other benefits from the Department of Social Services. Persons who do receive ADC, GA or SSI will be sent to the department before AMCAB provides energy assistance.

The arrangements for coordinating between agencies were developed in Lansing and seemed workable on a local level. As such, it was unnecessary for the local board to take any further action.

III. It was acknowledged that James Dompierre had been reappointed to the Marquette County Board of Social Services for an additional three year term. In accordance with Section 46 of Act 280, Public Acts of 1939 as amended, Mr. Dompierre filed his constitutional oath of office with the county clerk. In accordance with this same section, Mr. Dompierre will continue as the Chairperson of the Board and Marigene Richardson will continue as the Vice Chairperson.

IV. Jacqueline Dault, County Hospitalization Coordinator, presented the results of her study into the rates paid to doctors and other medical providers (other than hospitals) under the county hospitalization program. It was learned that the county reimburses providers at about two thirds the amount received from Medicaid. This is approximately 45% of the actual charge.

In a motion by Betty Howe, supported by Marigene Richardson, the board authorized an increase in payments to doctors and to other medical providers other than hospitals from level 5 to level 6 of the rates specified in the Michigan Relative Value Study of 1968. This increase shall be effective on January 1, 1980. These rates shall be increased to level 7 on January 1, 1981.

V. In a motion by Marigene Richardson, supported by Betty Howe, the board authorized the referral of 35 accounts amounting to a total of \$43,262.19 to a collection agency. Jacqueline Dault was directed to contact several collection agencies, study the relative merits of each one and negotiate a contract for the board's review and approval at the next meeting.

Ms. Dault also provided the board with a written summary and several examples of cost saving methods used in the County Hospitalization Program. Commissioner Leone expressed his intent to share this report with the Intergovernmental Relations Committee of the Board of Commissioners.

VI. In a motion by Betty Howe, supported by Marigene Richardson, the board voted to continue meeting on the second Monday of each month at 4:30 p.m. in room 175 at the Marquette County Department of Social Services. Due to holidays, on January 14, 1980 and November 10, 1980 the meetings for those months will be held on Tuesday, January 15, 1980 and November 11, 1980.

VII. In a motion by Marigene Richardson, approved by Betty Howe, the board approved the regulations governing:

- A. Non-Matchable Supplementation to GA
- B. Non-Matchable Supplementation to AFDC

Copies of these rules are attached to these minutes.

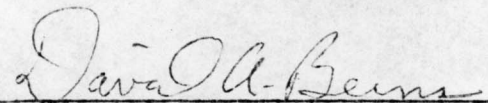
VIII. In a motion by Marigene Richardson, approved by Betty Howe, the board approved the Sheltered Workshop Transportation Contract.

IX. The board reviewed the monthly financial report, the work relief report and the food stamp outreach plan.

X. The board reviewed correspondence from Adolf Armbruster responding to the board's comments regarding the Foster Parent Association Contract. The board also noted the correspondence from the Office of Child and Youth Services to Sally May approving the counties child care fund proposal.

XI. The next meeting will be held on Monday, December 10, 1979 at 4:30 p.m. at the Department of Social Services. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,



David A. Berns, Secretary

James Dompierre, Chairperson

Marigene Richardson, Vice Chairperson

Betty Howe, Member

MARQUETTE COUNTY BOARD OF SOCIAL SERVICES RULES GOVERNING THE USE OF:

- (1) Non Matchable General Assistance
- (2) Non Matchable Supplementation to Public Assistance

I. Legal Base: Act 280, PA 1939. Section 400.45 (2)

The powers and duties of the county social services board shall include but not limited to:.....

- (c) Development of policy and supervision of the administration of social service programs authorized by the county board of commissioners or financed solely from county funds or county administered funds.

II. Purpose: At times, clients are in severe need of services or assistance which cannot be obtained from federal, state or other sources. The purpose of this program is to provide county funds to be used as a last resort to meet essential needs and services.

III. Types of Services and Assistance:

Services and assistance included in this program include the following:

1. Financial assistance to supplement recipients of Public Assistance or General Assistance for items or services not covered by their regular grants.
2. Payments to persons not otherwise eligible for Public Assistance or General Assistance but who can demonstrate a severe and immediate need.
3. Payments to clients or vendors in advance of the receipt of funds from other departmental programs. In these instances, the county shall be reimbursed when the funds are received from the other programs.

Applications: Applications for payment from this account may be initiated by the client, by a vendor of service or by a departmental employee. Applications shall be on such forms and completed in such manner as prescribed by the county director. Application material must be sufficient to clearly establish the nature of the request, the reason for its need and the consequences which may be expected if the assistance is not given.

IV. Reimbursement Agreements:

Reimbursement agreements shall be signed by the applicant prior to the issuance of assistance whenever there is a reasonable chance that the funds could and should be repaid.

V. Approval

These funds shall only be issued with the written approval of the director. Payments from this account shall be left to the discretion of the director based upon an evaluation of the individual circumstances and shall not exceed \$500 for any client. Payments from this account shall not exceed the amount allocated by the Marquette County Board of Commissioners.

VI. Hearings

Any applicant who is dissatisfied with a decision of the department may apply in writing for a hearing before the Board of Social Services. The request for a hearing shall be made within 90 days of the date of the decision. The findings of the board shall be final.

11/13/79
Approval Date

James Dompierre
James Dompierre, Chairperson

Marigene Richardson
Marigene Richardson, Vice Chairperson

Betty Howe
Betty Howe, Member

Medical Rates Study

November 5, 1979

MEDICAL PROCEDURE	Amount Billed	Probable Medicaid Payment	Amount We Paid	% of Amt Paid Compared Amount Billed	% of Amt Paid Compared Medicaid
Surgery Femur or Knee	\$1170.00	\$850.00	\$500.00	42.7%	58.8%
Body Cast and Strapping	\$150.00	\$89.00	\$65.00	43.3%	73%
Dilation and Curettage D and C	\$225.00	\$175.00	\$136.00	60.4%	77.7%
Initial Hospital Visit Doctor	\$69.00	\$40.00	\$25.00	36.2%	62.5%
Hospital Visit After Initial	\$21.00	\$11.00	\$10.00	47.6%	90.9%
Total Hysterectomy	\$650.00	\$427.00	\$320.00	49.2%	74.9%
Ovarian Cyst Surgery	\$600.00	\$357.00	\$250.00	41.6%	70%
Cholecystectomy Gallbadder Surgery	\$620.00	\$427.00	\$300.00	48.3%	70.2%
Anesthesia 1 Time Unit	\$64.00	\$36.80	\$21.00	32.8%	57%
	\$3569.00	\$2412.00	1627.00	45%	67%

CLASSIFICATION OF COUNTY HOSPITALIZATION ACCOUNTS.

November 1, 1979

	<u># of Accounts</u>	<u>Amount</u>
Accounts at beginning of month	249	\$392,316.84
Accounts written off	9	18,630.56
New Accounts in October	4	6,570.65
Making payment in October	31	<u>389.00</u>
Total accounts at end of month	244	\$379,867.93

Suggested Accounts to be given to Collection Agency	35	\$43,262.19
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	<u>Hospital</u>	<u>Doctors</u>	
Disbursements to Date	\$54,668.26	\$5,550.10	\$60,218.36

Total Receipts	1978	\$427.00
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Total Receipts to date	1979	\$4870.39
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MEDICAL

October 17, 1979

Jacqueline Dault
Hospitalization Coordinator
Marquette County Department of
Social Services
234 West Baraga
Marquette, Michigan 49855

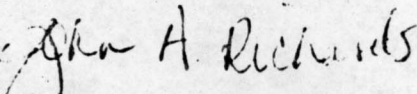
Dear Ms. Dault:

The Michigan Relative Value Study is no longer being published. The MSMS Council has elected not to produce this document until the pending anti-trust litigation against several national specialty organizations is resolved.

If the RVS is published again, we will attempt to notify all interested parties.

Thank you for your interest.

Sincerely,


John A. Richards, Chief
Bureau of Economics

eja

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on October 8, 1979 at 4:30 p.m. in room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson

Betty Howe, Member

Absent: Marigene Richardson, Vice Chairperson

County Commissioner: Sally May

Staff Present: David A. Berns, Secretary to the Board

Jacqueline Dault, County Hospitalization Coordinator

Visitor: Dr. James Lyons, M.D.

I. The meeting was called to order by James Dompierre. The minutes of the September 10, 1979 meeting were received and approved.

II. Dr. James Lyons requested the Board to consider a rate increase in the amount paid to physicians through the county hospitalization program. It was pointed out that the rate has not changed since 1968. James Dompierre asked the secretary to study the issue further and to report back at the next meeting of the board. The secretary was directed to compare the current rates to those paid by Medicaid and to the usual rates currently paid to area physicians.

III. In a motion by Betty Howe, supported by James Dompierre, the next meeting of the Board of Social Services was changed from November 12, 1979 to November 13, 1979 at 4:30 p.m. This was necessitated by the legal holiday falling on November 12, 1979.

IV. Plans for the coming year were briefly discussed. The secretary indicated that two of his priorities included increased emphasis on outreach and on energy programs. These efforts should be facilitated by his recent appointment by Sally May to the Board of Directors for AMCAB. Sally May also explained the procedures for including D.S.S. in the comprehensive plan for Marquette County. It was agreed that both state and

county programs should be included in this plan.

V. In a motion by Betty Howe, supported by James Dompierre, the board approved an addition to Item I of the Marquette County Hospitalization Policies. The second sentence of this item was amended to read:

"Requests shall be made by the applicant and approved by the department prior to admission into a hospital, except in the case of emergency hospitalization."

A copy is attached to these minutes.

VI. In a motion by Betty Howe, supported by James Dompierre, the board designated 9 county hospitalization accounts as uncollectable. These accounts amounting to \$18,630.56 will be closed.

VII. In a motion by Betty Howe, supported by James Dompierre, the board forwarded 5 county hospitalization accounts to the Prosecuting Attorney for additional collection activity. In each instance, the coordinator had determined that the recipients were now in a position to repay the loan but refused to do so.

VIII. Jacqueline Dault explained a proposal to use the services of a collection agency in a very limited way for a few county hospitalization accounts. Specifically, it appears that some recipients have left the county and are probably now employed. In these cases, help from the Prosecuting Attorney is very limited. It was suggested that a private collection agency could help to locate these recipients and may be helpful in securing collection

The board directed the secretary to identify approximately 6 cases where these conditions were present and to bring them before the board for additional review before any decisions are made. The board members indicated that they did not want any person who was still in financial need to be hassled by a collection agency.

IX. In a motion by Betty Howe, supported by James Dompierre, the board approved the administrative rules governing the D.S.S. sub account of the Marquette County Child Care Fund. A copy is attached to these minutes.

X. In a motion by Betty Howe, supported by James Dompierre, the board accepted \$225.00 in donations to be used for recreational activities for AFC residents. The exact use of these funds will be specified by the board at a later date.

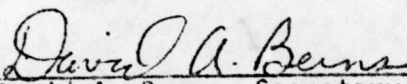
XI. The board reviewed the following correspondence:

1. Letter from David Berns to Timothy Lowe thanking him for his suggestion on the work relief contract.
2. Letter from David Berns to Pat Tikkanen regarding the Youth Substance Abuse Program.
3. Letter from Russ Aho to Duane Beard requesting the remainder of the 1979 appropriation for D.S.S.
4. Letter from Robert Promroy, Creditors Collection Service regarding the possibility of using their services for county hospitalization accounts.
5. Letter from David Berns to Don Ballentine confirming reporting procedures for the Youth Substance Abuse Program.

XII. The board reviewed the Monthly County Hospitalization Report, the Monthly Financial Statement and the Monthly Work Relief and Training Report.

XIII. The next meeting will be held on Tuesday, November 13, 1979 at 4:30 p.m. at the Department of Social Services. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,



David A. Berns, Secretary

James L. Dompierre, Chairperson

Betty Howe, Member

MARQUETTE COUNTY CHILD CARE FUND
DEPARTMENT OF SOCIAL SERVICES SUB-ACCOUNT
ADMINISTRATIVE RULES

I. LEGAL BASE

- Act 280, P.A. 1939 as amended: Michigan Social Welfare Act.
- Act 146, P.A. 1925: The Poor Law
- Act 238, P.A. 1975: Child Protection Law.
- Act 116, P.A. 1973 as amended: Child Care Organization Licensing Law.

II. SCOPE

- A. This fund shall be administered in accordance with the revised handbook for the Child Care Fund as published by the Michigan Department of Social Services.
- B. The monies in the Child Care Fund provided for use by the county department may be disbursed by the department for any direct service to a child under the following situations:
 - 1. A court of appropriate jurisdiction has authorized the department to provide services for the child; or
 - 2. A parent of the child has authorized the department to provide Foster Care services to the child; or
 - 3. Services are required while the child is in his or her home or in the home of an appropriate relative to prevent an out-of-home placement.

III. ELIGIBILITY

- A. Payments from the Child Care Fund sub-account shall only be authorized in the absence of other funding sources.
- B. The amount of payment shall be equal to the prevailing rate for the type of care or service being purchased.
- C. Payments for foster care shall be paid to homes and facilities in accordance with Act P.A. 1939, Sec. 400.18c.
- D. Payments for care may be paid to a grandmother, grandfather, brother, sister, step-father, step-mother, step-brother, step-sister, uncle, aunt, nephew, niece or first cousin in a suitable family home containing one or more such relatives. Ref. Act 280, P.A. 1939, Sec. 400.56.
- E. Payments for in-home-care may be made in accordance with the County's Annual Child Care Plan.

IV. REIMBURSEMENTS

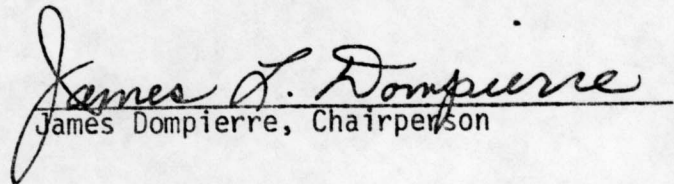
- A. Unless otherwise stipulated by court order, parents having sufficient resources to pay for necessary services shall reimburse the department for expenditures from this fund. The director may waive this requirement in situations which he or she deems to be in the best interests of the child.
- B. A parent's ability to pay shall be based upon the standards set forth for the AFDC Program. In determining eligibility the director may consider special circumstances and conditions effecting the parent's ability to pay. Ref. Act 146, P.A. 1925, Sec. 400.2.
- C. Parents refusing to appropriately reimburse the department shall be referred to the Prosecuting Attorney for appropriate legal action. Ref. Act 146, P.A. 1925, Sec. 400.3.

V. ACCOUNTING

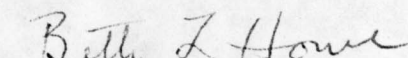
- A. All monies in the Department of Social Services Child Care Fund sub-account shall be dispursed on the order or warrant of the County Department over the signature of the Director, or over the signature of a person or persons designated by the Board of Social Services.
- B. The accounting and reporting of the utilization of this fund shall be the responsibility of the Marquette County Department of Social Services.

October 8, 1979

Date Approved


James Dompierre, Chairperson

Marigene Richardson, Vice-Chairperson


Betty Howe, Member

MARQUETTE COUNTY HOSPITALIZATION POLICIES

LEGAL AND AUTHORITY BASE

Act 280, Public Acts of 1939 as amended:

- Section 400.66 Finality of decisions regarding relief not financed by state or federal funds; investigation by department.
- Section 400.66a Hospitalization; definition; state aid recipients' eligibility; state reimbursement; admission and report; expenses.
- Section 400.66b Hospitalization; application; emergency care; intercounty payments; arbitration of payment disputes.
- Section 400.66c Hospitalization; reimbursement of county expense.
- Section 400.66d Hospitalization; ineligibility; finality of determination.
- Section 400.66e University hospital; county patients, insurance, statement of condition and expense.
- Section 400.66g Hospitalization; childbirth, care of child duration.
- Section 400.66h Hospitalization; consent to surgical operation, medical treatment, first aid.
- Section 400.77 Reimbursement of county for welfare relief; relatives or estate; agreements; hospital care; exception; county employees, collection by counties.

I. APPLICATIONS

All requests for county hospitalization payments shall be supported by a current written application from the applicant or his or her legal representative. Requests shall be made by the applicant and approved by the department prior to admission into a hospital, except in the case of emergency hospitalization.

II. EMERGENCY HOSPITALIZATION

Emergency hospitalization is any admission which requires immediate care as determined by the attending physician and for which prior application could not be made. Application shall be received in the County Department of Social Services not later than three working days after such admission occurs.

III. FINANCIAL ELIGIBILITY

A. REAL AND PERSONAL PROPERTY

1. Real and personal property including non-exempt property shall be determined in accordance with policies outlined for the Medical Assistance Program.
2. Persons disposing of real and personal property within one year prior to applying for County Hospitalization for the purpose of qualifying for County Hospitalization shall be considered ineligible.
3. Eligibility on the basis of property shall be determined according to the standards specified for the Medical Assistance Program.

B. INCOME

Eligibility on the basis of income shall be determined in accordance with policies specified for the Medical Assistance Program with the following exceptions:

1. Eligibility on the basis of income shall be based upon the 30 day period immediately preceding hospitalization.
2. Persons exceeding the protected income levels shall not be eligible.

IV. REIMBURSEMENT AGREEMENTS

Reimbursement agreements shall be completed and signed by the applicant or his or her legal representative. Forms and procedures approved by the Board of Social Services shall be used. Failure of or refusal by applicant to agree to reimburse and sign the proper forms shall be reason to deny assistance. The repayment agreement shall permit the local department to contact present or future employers or agencies for verification of income and resources.

V. SUPPORT FROM RELATIVES

Responsible family members are spouse for spouse and parent for children under 18.

VI. PAYMENTS AND FEE SCHEDULES

The amount of payment shall be based upon the actual amount billed or upon a fee schedule approved by the Board of Social Services, whichever is lower. Payments under this program are limited to the services and conditions specified in the application and approved by the department.

VII. QUALIFIED HOSPITALS

Hospitals certified by the State or Province in which they are located will be deemed eligible providers of services.

VIII. INELIGIBLE PERSONS

- A. Those whom the department determines can more advantageously be served under another section of Act 280, A.P. 1939 as amended or under other laws or programs shall be ineligible.
- B. Any person who has other resources available to pay hospitalization (i.e. private insurance or money available from public or private agencies) shall be ineligible.
- C. Those applying for out-of-state hospitalization unless previously approved by the Board of Social Services, shall be ineligible.
- D. Those applying for elective or non-essential surgery shall not be eligible.

IX. STANDARDS OF PROMPTNESS

- A. Disposition of application shall be completed within 30 days of application.
- B. Applicants shall be sent written notification of the department's decision.

X. HEARING

Any applicant who is dissatisfied with a decision of the department may apply in writing for a hearing before the Social Services Board. The request for a hearing shall be made within 90 days of the date of the department's decision. After conduct of the hearing, the Board will advise the client, in writing, of its decision.

XI. FRAUD

Whenever it appears that assistance was obtained fraudulently, a written report shall be given the Director for review by the Social Services Board. If the Board believes there was a willful fraud, the case shall be referred to the Prosecuting Attorney for action.

XII. REVIEW PROCEDURE

The Social Services Board reserves the right under the exception rules outlined in Act 280, P.A. 1939 as amended to waive any eligibility factors it deems appropriate for individual cases.

October 8, 1979

Approval Date

James Dompierre, Chairperson
of the Marquette County Board
of Social Services

Marigene Richardson

Betty Howe

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on September 10, 1979 at 4:30 p.m. in room 175 of the Courthouse Annex.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson
Betty Howe, Member of the Board

County Commissioner: Absent

Staff Present: David A. Berns, Secretary to the Board
Larry Beltrame, Child Welfare Supervisor

Visitor: Pat Tikkanen, Substance Abuse Coordinator
Marquette County Health Department

I. The meeting was called to order by James Dompierre. The minutes of the August 13, 1979 meeting were reviewed and approved.

II. Larry Beltrame made a presentation regarding children's services provided by the department. After a brief explanation of foster care, protective services and institutional care, the topic of psychological assessments was discussed. With the loss of the Family Assessment Program, the Child Welfare Unit will need to make more referrals to private practitioners.

David Berns provided an update on efforts to develop Family Assessment Services at the Marquette County Community Mental Health Center. Dr. Martin, Judge Anderegg and Duane Beard have agreed to ask the Department of Mental Health to fund such a position. A final decision is not expected until November, 1979.

III. The board reviewed a proposed contract to purchase adoption services from private agencies. Mr. Beltrame explained that we had purchased this service for 4 children in 1978 and for 2 children in 1979. We have several others whom we anticipate will be available for adoption during the next year.

Mr. Beltrame expressed his feeling that the private agencies tended to concentrate on the easy to place children and to ignore the older or severely handicapped child.

In a motion by Betty Howe, supported by Marigene Richardson, the board approved the Adoption Purchase of Service Contract but requested the private agencies to give more attention to the hard to place children.

IV. Pat Tikkanen, Substance Abuse Coordinator, for the Marquette County Health Department explained the structure of Substance Abuse Services in Marquette County. Of the \$212,000 of state funds, \$42,000 is allotted to the coordinating agency. Residential care for men receive \$25,000 and residential care for women is allocated \$10,000.

Marquette General Hospital receives \$90,000 for outpatient services and an additional \$45,000 for inpatient care. Two outpatient programs previously located at Catholic Social Services were recently transferred to Marquette General Hospital.

The Department of Social Services continues to fund a Youth Substance Abuse Program at Catholic Social Services. Ms. Tikkanen described her reasons for wishing to have this program transferred to Marquette General Hospital. It was her belief that such a move would improve accountability, coordination and utilization of services. Ms. Tikkanen expressed her disappointment with the department's decision to not transfer the program this year. She indicated that proposals for transferring the program will probably be accepted next year.

David Berns suggested that better cooperation could be developed between D.S.S., the Youth Substance Abuse Program and the coordinating agency. Ms. Tikkanen stated that although better reporting may be possible, she doubted if anything could be done to improve utilization or cooperation between programs. The department will try to arrange a meeting between Don Ballentine, Pat Tikkanen and David Berns to see if anything can be done to

improve coordination and cooperation.

V. Betty Howe and David Berns gave a brief overview of the MCSSA Convention held from August 19, 1979 through August 22, 1979. Ron Rogers will be the President for 1979-80. Betty Howe will be a member of the Employee Relations Committee. Marigene Richardson expressed her regret in not having sufficient time to serve on the Children and Youth Committee. David Berns has agreed to serve as Chairperson of the Adult and Family Services Committee.

In a motion by Betty Howe, supported by Marigene Richardson, the board authorized the payment of \$490.68 in dues for the Michigan County Social Services Association. The board urged the Association to take a more active leadership role in the area of public welfare. The time constraints placed on the business meeting at the last convention prevented the discussion of important issues. It is hoped that these problems will be corrected prior to the next payment of dues.

VI. The board reviewed the following correspondence:

1. Memos from Fred Lawless describing the role of the Social Services Boards in Contracts.
2. Memo from Duane Beard dated August 10, 1979 granting a line item budget transfer.
3. Memo from David Berns to OCYS regarding the homefinding contract with the Michigan Foster Parent Association.
4. Memo from David Berns to the Cashier's Office returning \$25,000 to the State of Michigan from the state funded cash reserve.

VII. The board reviewed a worksite contract developed with the Marquette County Humane Society. As a result of this agreement, general assistance recipients will be assigned to the Humane Society as reimbursement for their welfare benefits. The board expressed its thanks to Tim Lowe for suggesting this worksite.

VIII. In a motion by Marigene Richardson, supported by Betty Howe, the board supported the Spouse Abuse Shelter Project Contract.

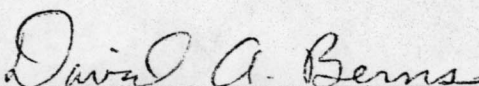
IX. In a motion by Marigene Richardson, supported by Betty Howe the board supported the Children's Shelter Home Contract with Mary and Michael Pfaffle.

X. In a motion by Marigene Richardson, supported by Betty Howe, the board authorized up to \$50.00 to be used for the purchase of a coffee maker to be used at meetings and conferences in the local D.S.S. office.

XI. The board reviewed several reports including a report on family services, the monthly work relief and training report and the monthly financial report.

XII. The next meeting will be held on Monday, October 8, 1979 at 4:30 p.m. at the Department of Social Services. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,



David A. Berns, Secretary

James L. Dompierre, Chairperson

Marigene Richardson, Vice-Chairperson

Betty Howe, Member

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on August 13, 1979 at 4:30 p.m. in room 175 at the Department of Social Services.

Members Present: Marigene Richardson, Vice Chairperson

Betty Howe, Member of the Board

Excused Absence: James L. Dompierre, Chairperson

County Commissioner: Tim Lowe

Staff Present: David A. Berns, Secretary to the Board

Frank Patterson, Assistance Payments Supervisor

1. The meeting was called to order by Marigene Richardson. Mr Dompierre had phoned earlier in the day to thank the board members for their concern regarding his recent hospitalization and to express his regrets in not being able to attend the meeting.

II. The minutes of the July 23, 1979 meeting were reviewed and approved.

III. Frank Patterson made a presentation regarding dental services available under the Medical Assistance Program. He reported that 32 dentists in Marquette County were enrolled in the M.A. Program as of 4/18/79. Not all of these actively participate. In February, 1979, the latest month for which statistics were available, 136 recipients in Marquette County received a total of \$8,609 in dental benefits.

Recipients under the age of 21 have extensive dental coverage under the M.A. Program. Recipients over 21 have an automatic co-payment of \$3.00 per service. The covered services for adults are limited to fillings and dentures and require prior authorization by the Department.

Dental care is a problem for our clients particularly for adults due to the limited number of dentists actually participating in the Program. Dentists appear to blame the excessive bureaucratic paperwork and problems in the prior authorization system as the main reasons for not participating

in the program.

Mr. Patterson was unable to gather information regarding dental services in the remainder of the Upper Peninsula. He will be in touch with Central Office to obtain additional information.

IV. In a motion by Betty Howe, supported by Marigene Richardson, the Board approved the contract as submitted by the Commission on Aging.

V. In a motion by Betty Howe, supported by Marigene Richardson, the Board approved the contract with Action Housing, Inc. with the understanding that all reference to Alger County would be deleted and with the further understanding that we would receive 103 units of service. It was also understood that the final contract would indicate that Action Housing, Inc. would be responsible for the determination of eligibility for services.

VI. In a motion by Betty Howe, supported by Marigene Richardson, the Board approved the contract for Information and Training of Health Professionals.

VII. In a motion by Betty Howe, supported by Marigene Richardson, the Board raised the following questions regarding the homefinding contract with the Michigan Foster Parent Association.

1. Is this a duplication of effort? It seems that many agencies are trying to recruit, train and study foster care in Michigan. Isn't anyone coordinating these efforts?
2. Will any of this money be spent in the Upper Peninsula? If so, how much and for what purpose?
3. Will this be another study that ends up collecting dust on someone's shelf? What precautions have been made to prevent this from happening?

VIII. The Board reviewed correspondence from Don Ballentine, Pat Tikkanen and from Dan Reeves regarding the Youth Substance Abuse Project. It appears that there is some controversy regarding the continued funding of Catholic Social Services to operate this program. The Board invited Pat

Tikkanen to their next meeting to discuss her recommendations.

IX. Betty Howe was designated as the delegate and David Berns was named the alternate for the MCSSA Convention to be held from August 19 through August 22, 1979. Ms. Howe was given the authority to vote as she deemed appropriate on each of the resolutions.

X. The Board reviewed the following correspondence:

1. Letter from Joseph Mack to Jim Dompierre regarding DSS staffing.
2. Letter to Peter Embly from David Berns regarding HMO's.
3. Letter from Dr. Daun Martin to Duane Beard regarding Family Assessments.
4. Letter from David Berns to Caren Swain regarding the Domestic Violence Research Proposal.

The Board thanked Commissioner Tim Lowe for his assistance and involvement in the letter from Karen Chubb to Dr. Dempsey supporting our need for additional clerical positions.

XI. The Board reviewed the following reports without taking further action.

1. Monthly Financial Report, July, 1979.
2. Year to Date Financial Report.
3. County Hospitalization Report.
4. Fiscal Audit.

The Board also reviewed the Work Relief and Training Report. Commissioner Lowe suggested that the Humane Society may be interested in being approved as a work site for our clients. Mr. Liuha was asked to check into this and to report back to the Board at the next meeting.

XII. The next meeting of the Board will be held on Monday, September 10, 1979 at 4:30 p.m. at the Department of Social Services. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

David A. Berns
David A. Berns, Secretary

Marigene Richardson
Marigene Richardson, Acting Chairperson

Betty Howe
Betty Howe, Member of the Board

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on July 23, 1979 at 4:30 pm in room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson
Betty Howe, Member of the Board

County Commissioner: Tim Lowe

Staff Present: David A. Berns, Secretary to the Board

Visitors: Michael Miketinac, Manager, Area 1
William Jewell, Assistant Manager, Area 1

I. The meeting was called to order by James Dompierre. The minutes were reviewed and Item III was amended to reflect the Board's action regarding the Donated Funds Contracts. The minutes were approved as amended.

II. In a motion by Betty Howe, supported by Marigene Richardson, the Board returned the Donated Funds Proposal to Action Housing, Inc. requesting that Agency to reduce its request to last year's level.

III. In a motion by Marigene Richardson, supported by Betty Howe, the Board requested a \$5000 transfer in funds from the general account to the child care fund sub-account. This request was forwarded to the county controller for his approval.

IV. In a motion by Betty Howe, supported by Marigene Richardson, the Board requested the finance committee to authorize \$3000 for psychological services. These funds should be included in the child care fund for 1980. The Director will present this request to the finance committee on July 31, 1979.

V. In a motion by Marigene Richardson, supported by Betty Howe, the Board approved Job Club Contracts with Gwinn Public Schools and with Ishpeming-Negaunee (N.I.C.E.) Community Schools.

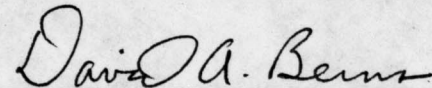
VI. The Board met in executive session with Mr. Lowe, Mr. Miketinac and Mr. Jewell to discuss the performance of the Director. This evaluation was based in part upon the results of the Field Review previously conducted by the Area Office.

The final report was later discussed with the Director. A copy is attached to the minutes.

VII. The next meeting of the Board will be held on Monday, August 13, 1979 at 4:30 p.m. at the Department of Social Services.

VIII. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,



James L. Dompierre, Chairperson

David A. Berns, Secretary

Marigene Richardson, Vice-Chairperson

Betty Howe, Member

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on July 9, 1979 at 4:30 P.M. in room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson
Betty Howe, Member of the Board

County Commissioner: Tim Lowe

Staff Present: David A. Berns, Secretary to the Board

Visitor: Peter Embly, Stone Soup HMO

I. The meeting was called to order by James Dompierre. The minutes were reviewed and approved as mailed.

II. At the request of Central Office, the Board decided to reconsider the Job Club Contract with Marquette Public Schools. In an action of the June 11, 1979 meeting, the Board recommended that the contract should be modified to specify that the course will be offered for high school credit.

It was later learned that such a modification would delay payment to the schools for about two months. In a letter dated July 3, 1979 from Boris Martysz, Director of Community Education, the Marquette Public Schools specified that students enrolled in the program will be granted one half carnegie unit of credit upon completion of the 60 hour class.

In a motion by Betty Howe, supported by James Dompierre, the Board reversed its previous decision and approved the contract without comment or suggestion.

III. The Secretary advised the Board of a potential conflict between Action Housing, Inc. and the Commission of Aging regarding their respective grants from the Donated Funds Contracts. During the May 10, 1979 meeting, the Board recommended that each Agency should continue to receive the

current funding. Any increase in the Donated Funds available for 1980 should be divided in the same proportion as the existing contracts.

Information received from Action Housing, Inc. indicated that Alger County may not fund their program for 1980. If this is the case, then Action Housing would like a larger grant from Marquette County.

In a motion by Betty Howe, supported by Marigene Richardson, the Board decided to maintain their original action to fund the programs in 1980 at the same level as the current year. It would be very difficult for Marquette County to plan for the use of these funds if the decision had to wait until Alger County allocated their appropriation.

IV. The Michigan County Social Services Association will hold its annual meeting at the Grand Hotel from August 19 to August 22, 1979. The Board indicated that attendance at this meeting is an expectation of the Director. It was pointed out that Section 49 of Act 280 of 1939 specifies that the Director is responsible to the Board for the performance of his duties associated with those Social Service functions financed by the county. This same section specifies that the State is responsible for all actual and necessary traveling and other expenses incurred in the discharge of the Director's official duties.

In addition to the Director, James Dompierre and Betty Howe will also attend the convention. Each member is responsible for his or her own reservations and arrangements.

V. The Board reviewed correspondence from the Board of Commissioners regarding a speakers bureau; from Marquette General Hospital regarding a recent meeting with DSS; from Lawrence Curran regarding a hospitality room at the convention; from the Committee for the Prevention of Child Abuse regarding local involvement in community coalitions; and from Child and Family Services notifying the Board of the demise of the Family Assessment Program.

The Board reviewed correspondence to the committee for the Prevention of Child Abuse pledging local support to developing and strengthening the SCAN team efforts in Marquette County. Additional action was not required.

VI. The Board reviewed several reports including the results of a local study regarding the use of clerical personnel. These results were forwarded to the Area Office for their review.

The Board also examined the Travel Expense Report for June, 1979. It was noted that Marquette County would exhaust its travel allocation in the near future. The Board again affirmed its recommendation that services not be reduced and that additional funds should be provided from the State to provide for the necessary travel.

The Monthly Financial Report and Work Relief Report were reviewed without comment.

VII. Peter Embly, representing the Stone Soup HMO group addressed the Board in an effort to explain the purpose and goals of his organization. Mr. Embly stated that his group consisted of a broad range of local citizens interested in forming a Health Maintenance Organization (HMO). The HMO operates on a pre-paid basis rather than through the traditional fee for service. Members join an HMO for a set fee and receive all of their medical services without additional charge.

The Stone Soup Organization wishes to have the HMO operated by consumers of the service rather than by medical providers. It was Mr. Embly's belief that such an arrangement would be responsible to the community, whereas an organization run by physicians would have too much emphasis on the profit motive.

Mr. Embly indicated that a consultant has been assigned to the Marquette area. This person has been hired by HEW to help initiate an HMO.

He has been working most closely with a non-profit organization consisting primarily of physicians. This corporation has allegedly refused to listen or deal with the Stone Soup Group. Mr. Embly asked the Board to use their influence to assure that consumers are properly represented in any attempts to develop an HMO.

The Board directed the Secretary to contact the HEW consultant and to determine if our clients' interests are being adequately addressed. The Secretary indicated that he would report on this matter at the August 13, 1979 meeting.

VIII. A special meeting of the Board has been scheduled for Monday, July 23, 1979 at 4:30 P.M. at the Department of Social Services. The next regularly scheduled meeting will be August 13, 1979 at 4:30 P.M.

IX. The meeting was adjourned at 6:00 P.M.

Respectfully submitted,

David A. Berns

David A. Berns, Secretary

James L. Dompierre

James L. Dompierre, Chairperson

Marigene Richardson

Marigene Richardson, Vice-Chairperson

Betty Howe

Betty Howe, Member

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on June 11, 1979 at 4:30 p.m. in room 175 at the Department of Social Services.

- Members Present: James L. Dompierre, Chairperson
- Marigene Richardson, Vice Chairperson
- Betty Howe, Member of the Board
- County Commissioner: Frank Leone
- Staff Present: David A. Berns, Secretary to the Board
- Waino Liuha, Work Project Coordinator
- Bob Roberge, WIN Coordinator

I. The meeting was called to order by James Dompierre. The minutes were reviewed and approved as mailed.

II. Waino Liuha presented information regarding the Employment and Training Program. Recipients of General Assistance are required to participate in the Work Relief Project if they are able. Sixty four people were assigned to this project during May. Of these, 38 completed their assigned hours. Six clients obtained private employment.

We currently have 20 work sites. During May, work relief recipients completed 2605½ hours of service. Based upon \$2.90 per hour, this amounted to \$7,555.95 in labor for area agencies.

III. Bob Roberge explained the Job Club Program to the Board. In cooperation with area schools, the department has been able to develop a course to help improve job finding skills for our clients. The course will concentrate on aspects such as attitudes, appearance, interviewing techniques, completion of applications and other basic skills necessary to obtain employment.

The Central Office has agreed to fund the project. In a motion by Marigene Richardson, supported by Betty Howe, the Board approved

the contract but suggested that the school should specify that the course will be offered for high school credit.

The Board requested Mr. Roberge to provide them with a report after the first course is completed.

IV. Correspondence with Child and Family Services indicated that the Family Assessment Program was still in need of \$14,000 in local match. The Probate Court was willing to commit \$6,000 to the Program. The Board of Social Services considered the merits of allocating the additional \$8,000 from the in home care portion of the Child Care Fund.

First, this would allow the Family Assessment Program to continue for one more year. There was general agreement that the program provided a valuable service to the community.

The second advantage was that the Child Care Fund is financed at 50% by the State. This means that the county funds would only amount to \$4,000.

Several disadvantages were also discussed. First, the Department would be paying for family assessments requested by other agencies. This is an inappropriate use of these funds. Second, the unit price of the assessments seemed to be much higher than similar services available from private psychologists. Third, Child and Family Services was only making a total of 495 hours of service available to Probate Court and to the Department. Based upon figures supplied by Child and Family Services, the average assessment took 31.7 hours. This means that we could only receive 16 assessments during the next year. The Court and the Department estimated a need for 32 total assessments during next year or 16 short of our projected requirements.

Based upon this analysis, the Board decided that \$4,000 would be the maximum funds they would authorize for the Family Assessment Program. They also directed the secretary to attempt to negotiate a more realistic unit price for each assessment and to attempt to increase the number of assessments available. The Board expressed their regret that the Family Assessment Program may not operate next year, but felt that the proposal submitted by Child and Family Services was totally unreasonable.

V. The Board reviewed the Child Care Fund budget proposal for 1980. The total expenditures from the DSS sub-account will amount to \$61,000. Of this, \$5,000 will be reimbursed by parents. The State will pay \$28,000 leaving a deficit of \$28,000.

In a motion by Marigene Richardson, supported by Betty Howe, the Board approved the budget and forwarded it to the County Controller for consideration by the Marquette County Board of Commissioners.

VI. No word has been received regarding the amount of the 1979-80 appropriation for donated funds. The Commission on Aging and Action Housing, Inc. are in the process of preparing their requests for continuation funding for their current projects.

VII. The Board reviewed correspondence from Bell Memorial Hospital regarding their revised rates. The new rates reflect an increase in all classification of services effective July 1, 1979.

Correspondence was also received from the Domestic Violence Prevention and Treatment Board indicating that Marquette County has received a grant to operate a shelter for battered women.

VIII. The Board reviewed the monthly financial report. Of particular interest was the large increase in collections for the County Hospitalization Program. The collections for May were higher than for

the entire year in 1978.

IX. The Board requested the secretary to arrange an appointment with Mr. Miketinac for the purpose of evaluating the performance of the Director. This meeting has tentatively been rescheduled for Monday, July 23, 1979 at 4:30 p.m. at the Department of Social Services.

X. The meeting was adjourned at 6:00 p.m. The next meeting will be held on Monday, July 9, 1979 at 4:30 p.m. in room 175 at the Department of Social Services.

Respectfully submitted,

David A. Berns
David A. Berns, Secretary

James L. Zampelie
Chairperson

Betty L. Howell
Member

Margine Richardson
Vice-Chairperson

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on Thursday, May 10, 1979, at 4:30 p.m. in Room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson
Betty Howe, Member of the Board

County Commissioner: Joseph Racine

Staff Present: David A. Berns, Secretary to the Board
Donald Rudness, Child Welfare Worker
Jacqueline Dault, County Hospitalization Coordinator

Visitors: Clifford Arntzen, Action Non-Profit Housing, Inc.
Richard Stoddard, Commission on Aging

I. The meeting was called to order by James Dompierre. The minutes were reviewed and approved as mailed.

II. A presentation was made by Clifford Arntzen representing Action Non-Profit Housing, Inc. Mr. Arntzen requested the board to continue funding for at least \$14,055 for fiscal year 1979-80. This is the same amount as their 1978-79 contract with the department.

For the period October 1, 1978, to March 31, 1979, Action Housing repaired or weatherized a total of 221 homes. They also provided 254 emergency energy assistance payments and initiated two applications for low income rental housing. Approximately 60 low income households received free firewood cut by Action Housing.

In a motion by Marigene Richardson, supported by Betty Howe, the board recommended the continuation of the contract for at least the amount of the current appropriation.

III. A presentation was made by Richard Stoddard representing the Marquette County Commission on Aging. The commission currently has a contract with the department in the amount of \$70,085. Mr. Stoddard requested the board to renew the contract for fiscal year 1979-80 for at least this amount.

The services to be provided include information and referral, counseling, and health related services. These activities are sub-contracted to four multi-purpose senior centers located in the county.

In a motion by Marigene Richardson, supported by Betty Howe, the board recommended the continuation of the contract for at least the amount of the current appropriation.

IV. In a motion by Betty Howe, supported by Marigene Richardson, the board recommended that any increase in the Donated Funds available for 1980 should be divided between the Commission on Aging and Action Non-Profit Housing, Inc. Unless arrangements are made between these two agencies, the funds will be allocated in the same proportion as in the existing contracts.

V. Donald Rudness, Child Welfare Worker for the Department of Social Services, addressed the board to request \$100 to be used to partially finance a study to determine the need for a recreation center in the city of Marquette. The study was conducted in cooperation with the Intermediate School District and with several other local agencies. The funds will be used to cover some of the costs of printing and mailing.

In a motion by Marigene Richardson, supported by Betty Howe, the board directed that a check in the amount of \$100 should be sent to the Intermediate School District. The board requested Mr. Rudness to send a copy of the study to each of the school districts in the county.

VI. At 5:30 p.m. the board moved to the large conference room to conduct hearings on the county hospitalization program. Based upon

recommendations presented by Marquette General Hospital, the proposed rules were revised.

In a motion by Betty Howe, seconded by Marigene Richardson, the proposed rules were adopted as amended. A copy of the rules will be sent to the County Clerk and to the Area Office of the Michigan Department of Social Services.

VII. In a motion by Marigene Richardson, supported by Betty Howe, the board authorized the continuation of the county hospitalization coordinator position beyond October 1, 1979.

VIII. In a motion by Betty Howe, supported by Marigene Richardson, the board authorized the use of the new reimbursement forms and procedures for the county hospitalization program. Copies are attached to these minutes.

IX. In a motion by Marigene Richardson, supported by Betty Howe, the board accepted the 1980 budget proposal as prepared by David Berns. The proposal was signed and forwarded to the County Controller. The total requested from the county amounted to \$154,000 in new money for 1980.

X. The board considered a request to honor the adult foster care providers in Marquette county. There are 16 Adult Foster Care Homes in Marquette providing a home to 60 disabled adults.

In a motion by Betty Howe, seconded by Marigene Richardson, the board authorized \$100 to be used to cover the cost of dinners for the providers at a recognition dinner to be held on May 30, 1979.

XI. The board reviewed the proposed changes to the Child Care Fund rules. The matter was tabled until the proposed rules are reviewed by the Area Office of the Michigan Department of Social Services.

XII. The board authorized the secretary to use an obsolete desk at his home. Otherwise, the desk would have been discarded since it had no

value to the state.

XIII. The board discussed the progress of the 1980 Child Care Fund budget. The secretary indicated that the court had asked the department to accept a greater responsibility in making foster care payments. As a result, our budget will be substantially increased. The matter was tabled until the June meeting.

XIV. The board reviewed correspondence from Lloyd Sidwell regarding the Family Assessment Program, from Sally May regarding the purchase of housing for clients, and from Joseph Mack in response to Mr. Dompierre's previous letter. The board also reviewed correspondence from David Berns to Sally May, to Lloyd Sidwell, and to Roger Quinn regarding the Child Care Fund. No action was required.

XV. The board reviewed several departmental reports. Betty Howe asked for a clarification of the Job Placement Report. The secretary indicated that this would be obtained for the June meeting.

XVI. The meeting was adjourned at 7:00 p.m. The next meeting will be held on Monday, June 11, 1979, at 4:30 p.m. in Room 175 at the Department of Social Services.

Respectfully submitted,

David A. Berns

David A. Berns, MSW
Secretary to the Board

James R. Dompierre
Chairperson

Betty L. Howe
Member

Margaret Richardson
Vice Chairperson

MARQUETTE COUNTY HOSPITALIZATION POLICIES

LEGAL AND AUTHORITY BASE

Act 280, Public Acts of 1939 as amended:

- Section 400.66 Finality of decisions regarding relief not financed by state or federal funds; investigation by department.
- Section 400.66a Hospitalization; definition; state aid recipients' eligibility; state reimbursement; admission and report; expenses.
- Section 400.66b Hospitalization; application; emergency care; intercounty payments; arbitration of payment disputes.
- Section 400.66c Hospitalization; reimbursement of county expense.
- Section 400.66d Hospitalization; ineligibility; finality of determination.
- Section 400.66e University hospital; county patients, insurance, statement of condition and expense.
- Section 400.66g Hospitalization; childbirth, care of child duration.
- Section 400.66h Hospitalization; consent to surgical operation, medical treatment, first aid.
- Section 400.77 Reimbursement of county for welfare relief; relatives or estate; agreements; hospital care; exception; county employees, collection by counties.

I. APPLICATIONS

All requests for county hospitalization payments shall be supported by a current written application from the applicant or his or her legal representative. Requests shall be made prior to admission into a hospital, except in the case of emergency hospitalization.

II. EMERGENCY HOSPITALIZATION

Emergency hospitalization is any admission which requires immediate care as determined by the attending physician and for which prior application could not be made. Application shall be received in the County Department of Social Services not later than three working days after such admission occurs.

III. FINANCIAL ELIGIBILITY

A. REAL AND PERSONAL PROPERTY

1. Real and personal property including non-exempt property shall be determined in accordance with policies outlined for the Medical Assistance Program.
2. Persons disposing of real and personal property within one year prior to applying for County Hospitalization for the purpose of qualifying for County Hospitalization shall be considered ineligible.
3. Eligibility on the basis of property shall be determined according to the standards specified for the Medical Assistance Program.

B. INCOME

Eligibility on the basis of income shall be determined in accordance with policies specified for the Medical Assistance Program with the following exceptions:

1. Eligibility on the basis of income shall be based upon the 30 day period immediately preceding hospitalization.
2. Persons exceeding the protected income levels shall not be eligible.

IV. REIMBURSEMENT AGREEMENTS

Reimbursement agreements shall be completed and signed by the applicant or his or her legal representative. Forms and procedures approved by the Board of Social Services shall be used. Failure of or refusal by applicant to agree to reimburse and sign the proper forms shall be reason to deny assistance. The repayment agreement shall permit the local department to contact present or future employers or agencies for verification of income and resources.

V. SUPPORT FROM RELATIVES

Responsible family members are spouse for spouse and parent for children under 18.

VI. PAYMENTS AND FEE SCHEDULES

The amount of payment shall be based upon the actual amount billed or upon a fee schedule approved by the Board of Social Services, whichever is lower. Payments under this program are limited to the services and conditions specified in the application and approved by the department.

VII. QUALIFIED HOSPITALS

Hospitals certified by the State or Province in which they are located will be deemed eligible providers of services.

VIII. INELIGIBLE PERSONS

- A. Those whom the department determines can more advantageously be served under another section of Act 280, A.P. 1939 as amended or under other laws or programs shall be ineligible.
- B. Any person who has other resources available to pay hospitalization (i.e. private insurance or money available from public or private agencies) shall be ineligible.
- C. Those applying for out-of-state hospitalization unless previously approved by the Board of Social Services, shall be ineligible.
- D. Those applying for elective or non-essential surgery shall not be eligible.

IX. STANDARDS OF PROMPTNESS

- A. Disposition of application shall be completed within 30 days of application.
- B. Applicants shall be sent written notification of the department's decision.

X. HEARING

Any applicant who is dissatisfied with a decision of the département may apply in writing for a hearing before the Social Services Board. The request for a hearing shall be made within 90 days of the date of the department's decision. After conduct of the hearing, the Board will advise the client, in writing, of its decision.

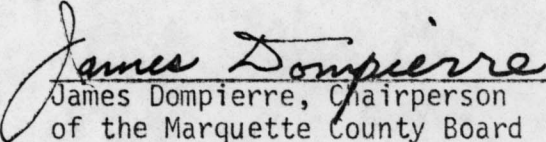
XI. FRAUD

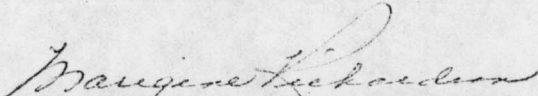
Whenever it appears that assistance was obtained fraudulently, a written report shall be given the Director for review by the Social Services Board. If the Board believes there was a willful fraud, the case shall be referred to the Prosecuting Attorney for action.

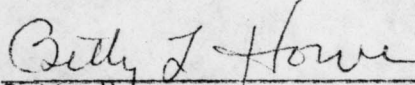
XII. REVIEW PROCEDURE

The Social Services Board reserves the right under the exception rules outlined in Act 280, P.A. 1939 as amended to waive any eligibility factors it deems appropriate for individual cases.

May 10, 1979
Approval Date


James Dompierre, Chairperson
of the Marquette County Board
of Social Services


Marigene Richardson


Betty Howe

REIMBURSEMENT DECLARATION
FOR COUNTY HOSPITALIZATION

Date: _____
Client Name: _____
Client Case No: _____
Caseworker: _____

CLIENT DECLARATION

I, _____, being a recipient of County Hospitalization from the County of Marquette, pursuant to MCLA 400.66a; (I, _____, being the legally responsible relative or guardian of a recipient of County Hospitalization from the County of Marquette, pursuant to MCLA 400.66a) and the net cost to the County for such hospitalization yet to be determined, hereby agree to enter into a Contract for Reimbursement to the County of Marquette for the net cost of such hospitalization.

I understand that the estimated net cost of such hospitalization is \$ _____ (not available). When the exact cost is determined, I understand that I am obligated to re-pay the County of Marquette, within my ability to pay.

I further understand that at or near the end of the term of hospitalization a representative of the Marquette County Department of Social Services will meet with me to determine the net cost of such hospitalization, and shall determine a plan and schedule for re-payment of such net cost, based on my ability to re-pay.

Date: _____

Client Signature

Date: _____

Spouse or Guardian (if applicable)

Client Home Address:

Telephone Number

I hereby certify that I have reviewed and explained the above conditions under which this Declaration was issued.

Date: _____

Worker's Signature

REIMBURSEMENT CONTRACT
FOR COUNTY HOSPITALIZATION

Date: _____
Client Name: _____
Client Case No: _____
Caseworker: _____

A G R E E M E N T

(1) I, _____, being a recipient of County Hospitalization from the County of Marquette Department of Social Services;

I, _____, being a legally responsible relative or guardian of the above-named recipient of County Hospitalization from the Marquette County Department of Social Services;

Hereby agree to re-pay to the Marquette County Department of Social Services the amount set forth below as the net cost of such hospitalization, on the terms and conditions set forth below:

(2) Net cost of hospitalization \$ _____
_____;

(3) I hereby agree to re-pay said net cost at the rate of \$ _____ dollars per month, payable once monthly on or before the 30th day of each month.

(4) Said monthly payments shall commence on the _____ day of _____, 19____, and continue monthly thereafter until said net cost is paid in full.

(5) In addition to such monthly payments, I may, at my option pre-pay the full net cost, or pay any additional amount from time to time, or pre-pay additional monthly installments without

changing the terms of this agreement, and without causing the entire amount to come due.

(6) In the event that I default on any monthly installment when due, the Marquette County Department of Social Services may, at its option, either declare the entire net cost due, and take action to recover, or may take action to recover the specific payments in default without accelerating the contract.

(7) In the event of my death, and in lieu of this agreement, the unpaid balance of such net cost shall become immediately due and payable out of my estate.

Date: _____

Client Signature

Date: _____

Responsible Relative or Guardian

Client Home Address:

Telephone Number

Date: _____

MARQUETTE COUNTY DEPARTMENT OF SOCIAL SERVICES, BY:



GARY L. WALKER
MARQUETTE COUNTY PROSECUTING ATTORNEY

DAVID R. PETERSON
Chief Assistant

County Building
Marquette, Michigan 49855
(906) 228-8500, Ext. 256

PATRICIA L. MICKLOW
Assistant
PETER L. PLUMMER
Assistant
THOMAS L. SOLKA
Assistant
HARLEY N. ANDREWS
Assistant
WAYNE N. JUSSILA
Special Investigator

RE: REPAYMENT OF COUNTY HOSPITALIZATION
CASE NO. _____

Dear

On _____ you signed a contract for repayment to the County for the cost of your hospitalization.

The Department of Social Services has advised this office that you are in default on that contract. The Department has requested this office to take legal action to collect on the contract.

If you are having financial difficulties in making the scheduled payments, you should immediately contact the County Hospitalization worker at the Department of Social Services to discuss this matter.

If you do not do this, and fail to commence repayment within the next 30 days, this office will commence a civil lawsuit against you.

Sincerely,

Assistant Prosecuting Attorney

/kab

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on Monday, April 9, 1979 at 4:30 P.M. in room 175 at the Department of Social Services.

Members Present:	James L. Dompierre, Chairperson
	Marigene Richardson, Vice Chairperson
	Betty Howe, Member of the Board
County Commissioner	Timothy Lowe
Staff Present:	David A. Berns, Secretary to the Board
Visitors:	Thomas DeVilbiss, Child & Family Services
	David Dill, Child & Family Services
	Lloyd Sidwell, Child & Family Services
	Patricia Micklow, Assistant Prosecuting Atty

I. The meeting was called to order by James Dompierre. The spelling error on page 2 of the minutes of the March 12, 1979 meeting was corrected. The minutes were approved as amended.

II. A presentation was made by the staff from Child & Family Service of the Upper Peninsula. They requested \$9,000.00 from the Marquette County Board of Social Services to continue funding of the Family Assessment Services. This money would be used as a portion of the local match required to receive an L.E.A.A. grant.

Reports from the Prosecuting Attorney, Probate Court and the Children's Unit of D.S.S. all indicated that this is a beneficial service for our clients.

It was agreed that the only practical source of county funding was through the Child Care Fund. To fund the D.S.S. and Probate Court portions of this program, \$7,000.00 would be required from the County Commissioners. This is a \$6,500.00 increase over the current year's expenditure.

The Board requested the following information prior to making a recommendation:

- A. The Board requested Lloyd Sidwell to supply a copy of the anticipated budget for 1980.
- B. The secretary was directed to discuss this matter with Judge Anderegg since expenditures from the Child Care Fund requires approval of both D.S.S. and Probate Court.
- C. The secretary was directed to discuss the availability of additional funds with Duane Beard to determine if county funds could be obtained.

The matter was tabled until the next meeting.

III. The board meeting scheduled for May 14, 1979 was changed to Thursday, May 10, 1979 at 4:30 P.M. at the Marquette County Department of Social Services.

IV. The Board reviewed a proposed contract between the State of Michigan and Parents Anonymous, Inc. A report from the Marquette County D.S.S. staff indicated that the local Parents Anonymous group had recently organized and is providing a valuable service to our clients. On a motion by Betty Howe, supported by Marigene Richardson, the Board voted to approve the contract.

V. The secretary reported to the Board that the rules governing the D.S.S. Child Care Fund Sub-Account are in need of revision and clarification. Discussions have begun with staff from Probate Court and from the Central Office. Proposed changes to the rules will be presented at the meeting in May, but final action of the Board is not expected till the June 11, 1979 meeting.

Changes will include a specification of eligibility criteria, payment levels and reimbursement procedures. Judge Anderegg has requested the Department to assume more responsibility in these areas.

VI. The secretary provided the Board with an update on the revision of the rules and procedures governing county hospitalization. The Board authorized the consideration of the following matters at the May 10, 1979 meeting:

- A. Revision of the rules governing county hospitalization.
- B. Continuation of the county hospitalization coordinator position from October, 1979 through December 31, 1979.
- C. Proposal to the county commissioners to retain the county hospitalization coordinator on a permanent full-time basis effective January 1, 1980.
- D. Revision of the fee schedule governing county hospitalization payments.
- E. Consideration of the revised reimbursement forms and procedures.

Input from interested persons will be heard by the Board beginning at 5:30 P.M. on May 10, 1979.

VII. The Board reviewed the initial budget for 1980 previously submitted to the County Controller. The secretary was directed to continue the preparation of the budget for final consideration during the May 10, 1979 meeting.

VIII. The Board conducted an initial review of the 1979-80 donated funds contracts. Representatives from Action Housing and from the Commission on Aging were invited to address the Board at 4:30 on May 10, 1979.

IX. The Board reviewed correspondence to Representative Dominic Jacobetti and Senator Joseph Mack. They also reviewed correspondence from Duane Beard, County Controller and Representative Dominic Jacobetti. No action was required.

X. The Board reviewed the Assistance Payments Statistics and the Work Project Report. No action was required.

XI. Due to the closing of S.W.A.M. Inc., a new transportation contract is required between D.S.S. and Community Mental Health. In a motion by Marigene Richardson, supported by Betty Howe, the Board authorized the proposed contract. This will be forwarded to Dr. Dempsey for final approval.

XII. The meeting was adjourned at 6:30 P.M.

Respectfully submitted,

David A. Berns
David A. Berns, Secretary

James L. Dompierre
Chairperson

Betty L. Howe
Member

Marigene Richardson
Vice-Chairperson

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on Monday, March 12, 1979 at 4:30 P.M. in room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson
Betty Howe, Member of the Board

County Commissioner: Sally May, Chairperson, Marquette County Board of Commissioners.

Staff Present: David A. Berns, Secretary to the Board
Lyle Trombly, Assistance Payments Supervisor

I. The meeting was called to order by James Dompierre. The minutes of the February 28, 1979 meeting were reviewed and approved as written.

II. The Board reviewed a report listing the uncollectable county hospitalization accounts. The reports showed 79 accounts totaling \$65,804.50 were uncollectable. A large majority of the accounts were over 7 years old. Many of the required forms were missing and little effort had been made in the past to collect the funds.

In a motion by Betty Howe, supported by Marigene Richardson, the Board approved the designation of these accounts as uncollectable. No further action will be taken to collect these funds.

The secretary reported to the Board that additional controls are being implemented to assure proper accountability for county hospitalization payments. We are awaiting a new reimbursement agreement and procedures to be developed by the Prosecuting Attorney's office. This material was requested in January, but has not yet been received.

The secretary asked Sally May for advice regarding the use of hospitals outside of Marquette County if they charged less for similar services. Ms. May agreed to ask the other county commissioners if they had

a preference.

III. The Board reviewed the correspondence sent to the county controller regarding the Social Services budget. Communication from Mr. Beard indicated his support for the proposed designation of line items. Sally May stated that the county commissioners now had a better understanding of the programs which they were funding.

IV. Lyle Trombly reported on the current status of the work project. This program has been the source of very positive publicity in the community. It continues to provide a valuable service to clients and to the agencies in which they are placed.

V. In the February 28, 1979 meeting, the Board requested a clarification from the county regarding legal representation for board members. Letters were sent to the county controller and the prosecuting attorney. Sally May indicated that both letters would be answered by the prosecuting attorney. It was her feelings that representation would be provided in the event of a law suit if the board member was acting within the scope of his or her defined duties. A formal response from the prosecuting attorney is expected in the near future.

VI. The Board had previously requested information on whether social workers were allowed to visit hospital patients without a physician's permission. The following information was received from the local hospitals and nursing homes.

- A. Marquette General Hospital: Social workers are considered part of the hospital staff. They are permitted to talk to patients at will. The only time a release of information is needed is when information is requested from other agencies. Referrals originate from hospital admissions office, doctors, nurses, patients, families and concerned third parties.

- B. Bell Memorial Hospital: Social Worker is part of hospital staff and permitted to talk and work with patients freely. Release of information is only necessary when information is requested by other agencies. Dr. Narotzky is the only physician who places restrictions on working with his patients. The social worker must have doctor's permission to work with his patients for all services except financial. Referrals originate from doctors, nursing staff, patients, families, concerned 3rd parties, and admission notices.
- C. Acocks Medical Facility: The social worker is a part of the medical facility staff and is permitted to work freely with all residents. Releases of information are only necessary when other agencies request information. Social worker works with all residents, but referrals for special services are obtained from doctors, nursing staff and families.
- D. Norlite Nursing Center: The social worker at Norlite is considered part of the nursing center staff and is permitted to work freely with all residents. Releases of information are only needed when information is requested by other agencies. The social worker works with all residents, but referrals are sometimes made for special services. These mainly originate from nursing staff and family.
- E. Mather Nursing Home: The social worker is considered a part of the nursing home staff and is permitted work freely with all residents. Releases of information are only needed when information is requested from other agencies. Social worker works with all residents, but referrals are sometimes made for special

services by nursing staff and family.

F. Palmer Nursing Home: Same as Mather Nursing Home.

VII. Staff Reduction: The overall affect of staff reduction on the county office staff has been a lowering of morale. Workers have developed a feeling of being in a position of having more work than is possible to accomplish under current time restraints while maintaining the high quality of performance for which Marquette County has been noted. In a motion by Betty Howe, supported by Marigene Richardson, the Board directed the chairperson to contact Senator Mack and Rep. Jacobetti to explain the impact of understanding on the service delivery in Marquette County.

VIII. This county has always strived for prompt response to client's need. Recent efforts to increase our effectiveness in this area have resulted in the institution of a referral system to other agencies. If we are unable to assist clients in meeting their immediate needs, referrals are made to other agencies who are less bound by the bureaucratic entanglements which unwittingly block our progress. Central Office and the legislature have made recent inroads to expedite the delivery of services to clients. The Emergency Needs Program was initiated on February 20, 1979. This program replaced the Emergency Relief Program and the Emergency Assistance Program. The eligibility determination procedure was streamlined to allow a quicker response to the needs of the client. The standard of promptness was reduced from 30 days in the old program to 7 days in the new program. On March 1,

1979, the new Food Stamp Program went into effect. A provision of this program is Expedited Food Stamps. Households whose source of income has terminated and who will have no foreseeable income for at least 10 days must receive food stamps within 2 days of applying. In most instances we are able to accomplish same day delivery of this service.

IX. The Board reviewed several reports including the monthly financial report and the assistance payments statistics.

X. The next meeting will be held at 4:30 P.M. on April 9, 1979 in room 175 at the Marquette County Department of Social Services. The meeting was adjourned at 6:30 P.M.

Respectfully submitted,

David A. Berns
David A. Berns, Secretary

James H. Dompierre
Chairperson

Betty Johnson
Member

Margene Richardson
Vice-Chairperson

	Reason(s)	Amount	Yes	No
K5201482	1 2 4 5	316.76	X	
K5203117	1 2 4	497.75	X	
K5204506	1 2 4	464.65	X	
K5201677A	1 2 9	1308.00	X	
K5201884	1 2 4	960.15	X	
K5204073	8	244.30	X	
K5204061	1 2 4 5	337.55	X	
K5200267	1 2 4 5	271.40	X	
K5204873	1 2 4 6	969.20	X	
K5203410	1 2 3 4 5	619.85	X	
K5200960	1 4	978.20	X	
K5206323A	1 2 4 5	314.40	X	
K5204368	1 2 4	650.60	X	
K5202936	1 2 4 5	2302.78	X	
K5204039	1 2 3 4 5	1480.85	X	
K7700252	1 2 4	85.00	X	
K5201900	1 2 4	935.00	X	
K5204944	1 2	299.20	X	
K5201869	1 4	362.50	X	
K5200975	1 2 4	120.75	X	
K5202092	1 2 4	116.95	X	
K5200119A	1 2 4	1143.05	X	
K5200681	1 2 4	675.70	X	
K5204071	1 2 4	13.00	X	
K5201913	1 6	440.38	X	
K5204198	1 2 4	358.95	X	
K5204344	1 4	221.10	X	
K5202283	1 3	2508.75	X	

\$18,996.77

Case#	Reason(s)	Amount	Decision	
			Yes	No
K5202234	1 2 4	15.00	X	No
K5202591	1 2 4 5	96.00	X	No
K5202006	1 2 4 5	465.65	X	No
K5202157	1 2 4	438.30	X	No
K5201640	1 2 4	773.55	X	No
K5204388	1 2 4	4756.25	X	No
K5204827	1 2 4 7	1059.79	X	No
K5203266	4 5	1486.45	X	No
K5201287	6	1293.60	X	No
K5204383	1 2 7	1788.58	X	No
K5200578	1 2 4	506.45	X	No
K5201596	1 2 4	1090.95	X	No
K5203211	1 2 4 5	1234.85	X	No
K5204241	1 2 4 5	1728.75	X	No
K5200397	1 2 4 5	901.55	X	No
K5202862	1 2 5	2237.25	X	No
K5201784	1 2	184.00	X	No
K5201637	1 2 5	1166.85	X	No
K5203363	1 2 9	1562.50	X	No
K5203498	1 2 5	2623.03	X	No
K5203111	1 2	635.74	X	No
K5201632	1 2 4	430.60	X	No
K5204698	1 2 4	417.75	X	No
K5200978	1 2 7	469.40	X	No
K5206322	1 2 5 7	545.60	X	No
K526450	1 2 5	223.15	X	No
K5201954	1 2 5	3969.20	X	No
K5204315	1 2 4	333.90	X	No

\$32,434.69 ✓

Case #	Reason(s)	Amount	Yes	No
K5206440	1 2 "	95.00	X	
K5200448	1 2 4	35.00	X	
K3100214A	1 2	2003.30	X	
K520955A	1 2 5	487.50	X	
K5204704	1 2 5	1194.38	X	
K5204482	1 2 4 5	161.75	X	
K5202972	1 2 4	834.80	X	
K520445A	1 2 4	721.95	X	
K5204653	1 2 4 5	579.50	X	
K5204476	1 2 4	682.83	X	
K5202181	1 2 4 5	368.80	X	
K5201465	1 2 4	832.50	X	
K5202157	1 2 4	77.00	X	
K5204922	1 2 5	567.25	X	
K5203957	1 2 4	1407.65	X	
K5204286	1 2 4	530.55	X	
K5202820	1 2 5	1565.70	X	
K5206928	1-2-10 states he was not a pt.	293.60	X	
K5202754A	1 2 4	262.05	X	
K5202018	1 2 5	712.48	X	
K5204528	1 2 5	743.95	X	
K5204642	1 2 4	75.50	X	
K2701284	1 2 4	140.00	X	
	Page 3	\$14,373.04 ✓	X	
	Page 1	18,996.77 ✓	X	
	Page 2	32,434.69 ✓	X	
	Total	\$65,804.50	X	
Total Cases	79		X	

David A. Burns

KEY TO REASONS

1. No reimbursement agreement
2. No application
3. No contact for 3 years
4. Account over 7 years old
5. Address Unknown
6. S. S. I. or Social Security Recipient
7. Public Assistance Recipient
8. Bankruptcy filed
9. Deceased
10. Other (Specify)

Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on Wednesday, February 28, 1979 at 4:30 P.M. in room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson
Betty Howe, Member of the Board

Staff Present: David A. Berns, Secretary to the Board
Grant Larsen, MCSSW District Chairperson

Visitors: Karlyn Rapport, Chairperson
Shelter Project for Battered Women, Inc.
Holly Greer, Director
Women's Center for Continuing Education

I. The meeting was called to order by James Dompierre and the agenda was modified to allow for a presentation by Karlyn Rapport and Holly Greer, representing the Shelter Project for Battered Women, Inc.

This project is being developed by a large group of community agencies and individuals. A special fund has been developed by the Michigan legislature. Marquette County has the opportunity to receive \$55,000 if the local match can be raised.

The shelter project will provide an alternative to the woman who feels she has no where else to go but to return to the abusive situation from which she is so desperately trying to escape.

During the month of January, the Marquette County Department of Social Services received 12 new applications for Public Assistance from victims of spouse abuse. Since we do not have a place for emergency shelter, these victims are often placed in hotels or motels for indefinite periods of time. Naturally, general assistance payments are required. The shelter facility would provide care at a lower rate than a hotel or motel.

The shelter home could also prevent unnecessary charges to the County Hospitalization Fund. Although figures are not available regarding the number of hospitalizations resulting from domestic violence, the danger is obvious.

In a motion by Marigene Richardson, supported by Betty Howe, the Board granted \$500.00 toward the local match required for this program.

II. Grant Larsen, representing the Michigan County Social Service Workers, reported on the Mid-Winter Convention held in Lansing on February 21 and 22, 1979. MCSSW is an affiliate of the Michigan County Social Services Association. The Association and Affiliates advise the department on issues affecting our clients and the county operations.

In a motion by Betty Howe, supported by Marigene Richardson, the Board authorized payment of \$116.87 to pay a portion of Mr. Larsen's expenses to attend the convention.

III. The minutes of the January 8, 1979 meeting were reviewed and approved as written.

IV. The secretary made a brief progress report on the potential changes in the County Hospitalization Program. We are waiting for a revised reimbursement agreement to be developed by the Prosecuting Attorney's Office. Our new employee assigned to collections is currently reviewing each case and developing a new record keeping system. It appears that most of the accounts are uncollectable for a variety of reasons. A listing of uncollectable accounts may be ready for the Board's review by March 12, 1979.

V. The Social Services Budget as authorized by the Marquette County Board of Commissions has traditionally been issued to our general account. These funds have been combined with receipts from State and Federal sources.

The accounting system provides a breakdown of the total expenditures, but fails to adequately explain how the county portion is actually used. To correct this problem, the fiscal unit developed a tentative line item budget showing the amount of county funds expected to be used during this calendar year.

The budget is for \$225,000.00. A review of the proposed expenditures indicates that many of the line items will not require additional county funds next year because the expenditures are reimbursed at 100% by the State or other sources.

The budget is divided between mandatory and non-mandatory categories. The mandatory items are required by law or policy to be funded by the county. Most of these expenses are beyond the control of the local department and will vary according to economic conditions and other unpredictable variables. It is expected that the department will retain authority to transfer funds between these categories as conditions warrant and without special approval of the County Commissioners. The only exception would be that the expenses of the Board of Social Services would not exceed the stated limit.

The non-mandatory expenditures are those programs which the county provides to the local citizens on an optional basis. These are the discretionary funds used to meet human needs that are not covered by other programs. Disbursement of these funds requires the approval of the County Director of Social Services and/or the Board of Social Services. Many of these expenditures are reimbursed by the client, by the State or by other sources. These funds provide the office with the flexibility to respond to emergency needs. At times, these are the only funds available to buy food or pay for emergency medical transportation.

In a motion by Betty Howe, supported by Marigene Richardson, the Board accepted this budget and directed that it be sent to Duane Beard, Controller, Marquette County.

VI. During the January 8, 1979 meeting, the Board was advised that work project participants could be used to provide direct services to the aged and handicapped. This information has proved to be erroneous and was clarified in a memorandum received from Robert Worgul, Director of the Employment Training and Employment Marketing Division. Mr. Worgul stated that, "It is the Department's intent to selectively utilize the option of work relief on private property to situations that are of a non-personal nature. To illustrate, we would not approve projects where a client prepared meals for an individual, assisted in bathing or clothing, and performing other personal services.

By way of further illustration, favorable consideration would be given to projects on private property under the sponsorship of a township board that focused on cleaning debris off vacant lots within the village, cleaning up river banks, sidewalk snow removal at the homes of senior citizens, and the like.

Another type of project would be where a non-profit community action type agency were funded by Federal or State dollars to provide insulation for homes of low income persons. Work Relief personnel could assist in these efforts."

VII. Some months ago, MCSSA initiated a request for an Attorney General opinion, regarding legal council for Social Service Board Members. The opinion, received by the Department on February 14, 1979, leaves many questions unanswered. As a result, the Board directed the secretary to contact Duane Beard, County Controller and Gary Walker,

Prosecuting Attorney to determine county policy regarding this issue.

VIII. The three month evaluation of the county director was reviewed and approved by the Board.

IX. In a motion by Marigene Richardson, supported by Betty Howe the Board commended Michael and Mary Pfaffle for their 6 years of service as Community Residential Care parents. During this long period of service to our youth and to our community, they have contributed much more than we are able to recognize. However, on behalf of the vast number of youths who have been welcomed into their home, we express our appreciation and gratitude.

X. The fiscal problems resulting from the under funding of our travel account was discussed. The Board was advised that the account would probably be exhausted in March or April, but that the fiscal year did not end until September 30, 1979. It was noted that the county is in a double bind in that it may be necessary to either fail to provide mandatory services or to authorize travel when funds are not available to pay the necessary expense. In either event, the county department will be in violation of the law. The Board expressed their preference that mandatory services continue to be provided even when travel funds are exhausted.

XI. Several statistical reports and summaries were reviewed without comment.

XII. The next meeting will be held at 4:30 P.M. on March 12, 1979 in Room 175 at the Marquette County Department of Social Services. The meeting was adjourned at 6:30 P.M.

Respectfully submitted,

James B. Donpierre Chairperson

David A. Berns
David A. Berns, Secretary

Vice-Chairperson

Member



WILLIAM G. MILLIKEN, Governor

DEPARTMENT OF SOCIAL SERVICES

JOHN T. DEMPSEY, Director

234 West Baraga Avenue
Marquette, Michigan 49855

March 5, 1979

Duane Beard, County Controller
Marquette County Courthouse Annex
Marquette, Michigan 49855

Dear Mr. Beard:

This letter is to confirm our conversation of January 23, 1979 regarding the line items for the county appropriation to the Department of Social Services. As you and Gary Yoder indicated, the allocation request from this department has traditionally not specified line items. As a result, it has been very difficult for the Marquette County Board of Commissioners to interpret how the funds will be used.

I, too, have shared your frustration in sorting through the maze of expenditures and revenues in order to monitor this budget. As a result, I have asked our fiscal supervisor to prepare an estimated budget by line items, clearly identifying the amount of county monies anticipated for use in each area. A copy of this report is attached. I have also included the official definition of each item.

The Marquette County Board of Social Services approved this budget during their meeting of February 28, 1979. The minutes are attached and provide additional clarification. We will monitor these line items to determine how closely they approximate the anticipated expenditures. This will allow us to identify fiscal problems early and to implement corrective action as appropriate.

Thank you for your advice and consultation. Your assistance is very much appreciated.

Sincerely,

A handwritten signature in cursive script that reads "David A. Berns".

David A. Berns, Director
Marquette County Department
of Social Services

DAB/cv

Attachment

cc: Marquette County Board of Social Services



COUNTY OF MARQUETTE
 BUDGET DATA SUMMARY BY LINES ITEMS
 FISCAL YEAR 1979

I. Mandatory Expenditures

<u>ACTIVITY NUMBER</u>	<u>CLASSIFICATION</u>	<u>COUNTY PORTION</u>
002	General Assistance	\$ 60,000.00
003	County Hospital	125,000.00
*004	Early Payments ADC (100% Reimbursable State)	8,000.00
*005	Emergency Assistance (100% Reimbursable State)	6,000.00
*008	Indo-Chinese (100% Reimbursable State)	1,000.00
*014	Vocational Rehabilitation (100% Voc. Rehab.)	5,000.00
016	County Board	<u>7,000.00</u>
	Total Mandatory Expenditures	\$212,000.00

II. Discretionary Expenditures

010	Non-Match Cat. Supp. ADC	\$ 3,000.00
011	Non-Match-Cat. Supp. GA	3,000.00
*013	Co. Proj. (Curr. Reimbursed by WIN)	3,000.00
017	Other Admin, and Misc.	<u>4,000.00</u>
	Total Discretionary Expenditures	\$ 13,000.00

TOTAL MANDATORY & DISCRETIONARY EXPENDITURES \$225,000.00

*Items 004, 005, 008, 013, 014 are reimbursed monthly 100% to the county. County funds are required to make the initial payments.

County Allocation for 1979 - \$225,000.00



COUNTY ACCOUNTING MANUAL

SUBJECT

ACTIVITY OR PROGRAM DESCRIPTIONS

DATE ISSUED/REVISED Rev. 12-21-76 Effective 1-1-77

001 - CHILD CARE

This activity or program is accounted for in the Child Care Fund that is maintained by the Department of Social Services. This activity is used to segregate both revenues and expenditures.

002 - GENERAL ASSISTANCE -STATE REIMBURSABLE

This activity is used only to record General Assistance expenditures that are reimbursable according to State policy guidelines (General Assistance Manual). The County Social Welfare Fund is reimbursed for the allowable General Assistance expenditures in excess of the county base amount. This activity is also used to segregate reimbursable General Assistance revenues from other activity revenues.

NOTE: The county base amount is a fixed decreasing percentage of net county portion of matchable general relief expenditures which were matched by the state during the county fiscal year 1975. The fixed decreasing percentage rates are as follows: 80% during 1976 county fiscal year, 60% during 1977 county fiscal year, 40% during 1978 county fiscal year, and 20% during 1979 county fiscal year. In 1980 county fiscal year, reimbursable GA will be 100% State funded.

003 - COUNTY HOSPITALIZATION - 100% COUNTY FUNDED

This activity is used to segregate the payments made for the inpatient hospitalization of indigent persons not eligible for other programs. This program is paid for entirely by the county. In addition to being used for disbursements, this activity is used to separate client refunds from other revenues.

004 - EARLY PAYMENT - 100% STATE-FEDERAL

This activity is used by the county Department of Social Services to record payments made to families under the Early Payment program for those determined to be eligible for ADC. It is, also, used to record reimbursements from clients and the State.

005 - EMERGENCY ASSISTANCE - 100% STATE-FEDERAL

This activity is used by the county Department of Social Services to account for the payments made for reimbursable (100%) emergency assistance as allowed by Assistance Payment policy guidelines in AP Manual, Item 700. This activity is also used to segregate the reimbursements from the State, from other revenues.



COUNTY ACCOUNTING MANUAL

SUBJECT

ACTIVITY OR PROGRAM DESCRIPTIONS

DATE ISSUED/
REVISED
Rev. 12-27
Effective
1-1-77

➔ **NOTE:** Expenditures for emergency assistance, that do not meet the requirements of the state office as reimbursable, should not be recorded within this activity.

006 - MIGRANT HOSPITALIZATION - E.A. 100% STATE-FEDERAL

This activity is used by the county Department of Social Services to account for the hospitalization expenditures of migrants that qualify for this program as allowed by A.P. policy guidelines in A.P. Manual Item 700. This activity is also used to record the reimbursements from the Central Office.

007 - MIGRANT HOSPITALIZATION - NON-E.A. 100% STATE

This activity is used by the county Department of Social Services to account for the payments of relief to those migrants that qualify for relief under this program as allowed by A.P. policy guidelines in A.P. Manual Item 700 and Social Service Letter #94. It is also used for recording the reimbursements from the Central Office.

008 - CUBAN RELIEF, REPATRIATES, NON-RESIDENTS AND INDOCHINESE REFUGEES - 100% FEDERAL VIA THE STATE

➔ **NOTE:** Non-resident hospitalization is funded 100% by the State.

This activity is used by the county Department of Social Services to account for the cost of relief to eligible Cubans, Repatriates, Non-Residents, and Indochinese Refugees that qualify for these respective programs as allowed by A.P. policy guidelines in A.P. Manual Items 720 and 730 and Social Services Letter #94. The county is reimbursed for 100% of the cost of these programs. The activity is also used to segregate the reimbursement received from the State.

009 - MIGRANT DAY CARE (TYPE I) - 100% STATE/FEDERAL

This activity is used by the county Department of Social Services to record the cost incurred by the county for Type I Day Care services provided by day care aides. The county receives 100% reimbursement from the State for the expenditures incurred under this program. This activity is also used to separate Migrant Day Care revenues (e.g. State reimbursements) from other program (activity) revenues.



COUNTY ACCOUNTING MANUAL

SUBJECT

ACTIVITY OR PROGRAM DESCRIPTIONS

DATE ISSUED/
REVISED
Rev. 12-21-76
Effective
1-1-77

010 - NON-REIMBURSABLE (COUNTY) SUPPLEMENTATION TO ADC CASES - 100% COUNTY FUNDED

This activity is used to record expenditures and revenues for supplementation to ADC cases above and beyond State policy limits (in the General Assistance Manual). This activity is funded 100% by county appropriation and, therefore, it should be noted that before a county DSS may spend money to supplement above and beyond what is reimbursable under the State GA program, the county DSS must include a separate line item in their county budget above and beyond the county's liability (percentage of 1975 base year net expenditures) for State Reimbursable G.A.

011 - NON-REIMBURSABLE (COUNTY) SUPPLEMENTATION TO G.A. AND NON-PA CASES - 100% COUNTY FUNDED

This activity is used to record expenditures and revenues for supplementation to GA and Non-PA cases above and beyond State policy limits (in the General Assistance Manual). This activity is funded 100% by county appropriation and, therefore, it should be noted that before a county DSS may spend money to supplement above and beyond what is reimbursable under the State GA program, the county DSS must include a separate line item in their county budget above and beyond county's liability for State Reimbursable GA.

012 - COUNTY INFIRMARY AND FARM - 100% COUNTY FUNDED

This activity is used by the county Department of Social Services to account for the operational and capital expenditures of the county infirmary and farm (both revenues and expenditures).

013 - COUNTY PROJECTS (DONATED FUNDS PROJECTS, ETC.)

This activity is used by the county Department of Social Services to record the transactions (expenditures and revenues) of special county funded projects. County projects may included such programs as Work Relief Administrative Cost (actual work relief payroll to recipient is a state reimbursable expense under activity 002), Donated Fund Projects, etc.

014 - VOCATIONAL REHABILITATION - 100% STATE/FEDERAL REIMBURSEMENT

This activity is used by the county Department of Social Services to record payments made and refunds received under the Vocational Rehabilitation Program of The Michigan Department of Education.



COUNTY ACCOUNTING MANUAL

SUBJECT

ACTIVITY OR PROGRAM DESCRIPTIONS

DATE ISSUED/
REVISED
Rev. 12-21-75
Effective
1-1-77

015 - SPECIAL COLLECTIONS

This activity is used by the county Department of Social Services to record the collection of monies from clients on behalf of the State, Food and Nutrition Service of U.S.D.A., or other governmental agencies and payment of these monies to the State and U.S.D.A. These monies are collected by the county as an agent for State and Federal governments.

016 - COUNTY SOCIAL SERVICE BOARD - 100% COUNTY FUNDED

This activity is used to record Social Service Board Expenses only. These board expenses are 100% funded by county funds. In addition to being used for disbursements, this activity is used to segregate administrative board refunds from other activity revenues.

017 - OTHER ADMINISTRATION AND MISCELLANEOUS

This activity is used by the county Department of Social Services to record administrative and miscellaneous expenditures and revenues incurred by the county DSS directly.

Equipment, supplies and services related to the operation of the county department are to be requisitioned and paid for through established State administrative channels and procedures. This activity is designated to record expenditures and revenues where the Social Services Board has decided to purchase and pay for items that are not reimbursable by the State.

In special situations, and with prior approval through established administrative channels, from the Central Office Business Services Division, some emergency administrative expenditures may qualify for reimbursement from Central Office funds. The need for prior approval must be emphasized.

This activity is also used to record expenditures and revenues for the Medical Assistance Transportation Program for eligible recipients as indicated in the Medical Assistance Eligibility Manual, Item 518.2. The county DSS would pay the medical transportation providers and then bill the State for 100% reimbursement.



**COUNTY ACCOUNTING
MANUAL**

SUBJECT

ACTIVITY OR PROGRAM DESCRIPTIONS

DATE ISSUED/
REVISED

Rev. 12-21-76

Effective

1-1-77

018 - FUND TRANSFERS

This activity is used to record the transfer of the county appropriations from the General Fund to the Social Welfare Fund and to record the transfer of monies from the Social Welfare Fund to the Child Care or Medical Care Facility Funds or back to the General Fund.

019 - MEDICAL CARE FACILITY

This activity is used by the county Department of Social Services to record the operating and capital costs incurred and the monies received by the County Medical Care Facility.

➔ NOTE: This activity is maintained by the local department of social services only when the county department and the Medical Care facility share the same fund.



WILLIAM G. MILLIKEN, Governor

DEPARTMENT OF SOCIAL SERVICES

JOHN T. DEMPSEY, Director

234 W. Baraga Ave.
Marquette, MI 49855
February 28, 1979

Ms. Mary Eileen Toupalik, G.H.W.
Co-chairman C.R.C. Conference
Kalamazoo County Department
of Social Services
143 Stockbridge
Kalamazoo, MI 49001

Dear Ms. Toupalik:

This letter is to commend Michael and Mary Pfaffle who have been Community Residential Care parents for six years. During this long period of service to our youth and community they have contributed much more than we are able to recognize with this mere letter. However, it is meant to pay them some measure of tribute on behalf of the vast number of youths who have been welcomed into their home during what has often been the youth's most dire time of need.

As it is the uncommon man who makes his mark in our society, the Pfaffles are that exceptional couple who have contributed so much of themselves in this greatly needed way.

Sincerely,

James T. Dompierre

MARQUETTE COUNTY SOCIAL SERVICES BOARD

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Proceedings of the Marquette County Board of Social Services

The Marquette County Board of Social Services met on Monday, January 8, 1979 at 4:30 P.M. in room 175 at the Department of Social Services.

Members Present: James L. Dompierre, Chairperson
Marigene Richardson, Vice Chairperson

Excused Absense: Betty Howe, Member of the Board.

Staff Present: David A. Berns, Secretary to the Board
Liz Solka, Assistance Payments Worker
Judy Friedt, Assistance Payments Worker

I. The meeting was called to order by the Chairperson. The minutes of the December 20, 1978 meeting were reviewed. The misspelling of Brad Cory's name on page three was corrected. The minutes were approved as amended.

II. The General Intake Policies were reviewed by the Board. Ms. Solka and Ms. Friedt were asked several questions regarding how well the policies and procedures were working. Both were generally supportive of the procedures for appointment scheduling and agreed with the definition of "Emergency Situations." Both workers suggested that food stamp applications should be separated from the general intake process.

The Board indicated that the document describing the General Intake Policy and Procedures (copy attached) and the clarifications given by Ms. Solka and Ms. Friedt were very helpful. A special meeting of the Board was set for January 25, 1979 at 4 P.M. in order for the members to participate in a mock application. Application forms will be sent to each of the Board Members prior to the meeting for the purpose of the demonstration.

III. It was noted that Marigene Richardson had been reappointed to the Board by the Marquette County Board of Commissioners to serve another three year term.

IV. The annual financial report for calander year 1978 was reviewed. The report indicated that the local office started the year with \$52,064.79. Contributions of \$182,520.82 were received from the State and \$171,379.53 was received from local sources. Total expenditures of \$331,070.96 were made leaving a balance of \$74,904.18. The final balance includes \$60,000. in a state Social Services Reserve Fund which can be used only under specific circumstances.

V. The secretary reported to the Board regarding his continuing efforts to review the county hospitalization program. Additional contacts have been made with Don Ballentine from Catholic Social Services, Pat Tikkanen from Substance Abuse Services, Frank Hawthorne from the Alcoholism Information Center, Lloyd Sidwell from Child and Family Services and Cynthia Whelan from Marquette General Hospital. The major purpose of these contacts is to determine if appropriate methods are available for reducing the amount of county hospitalization funds being channeled into the Substance Abuse Treatment Center at Marquette General Hospital.

The secretary reported that a person had been hired through the W.I.N. Program effective 1/8/79 to devote full-time activities to the collection of county funds. It is hoped that these efforts will result in a substantial savings to the county. Through special arrangements with the Work Incentive Program, this position has been funded with 100% State and Federal monies with no expense to the county.

VI. The Board discussed the possibility of instituting a non-reimbursable county supplementation to General Assistance and non-public assistance cases. This supplementation would be 100% county funded.

This supplementation would be extremely limited and intended to provide for those essential services and basic needs which are not covered by other programs. As an example, one client was seen by this office during the week of January 1, 1979. He was in need of hospitalization for an operation which could only be obtained in Detroit. The hospitalization was covered under Medicaid but the transportation for him and his wife could not be covered. Approximately 30 local agencies and service organizations were contacted by D.S.S. but the full expense of the transportation could not be obtained. This is the type of situation which could be addressed by a limited county supplementation to the General Assistance Program.

In a motion by Marigene Richardson, supported by James Dompierre, the Board requested a change in the line items as appropriated by the Marquette County Board of Social Services. Specifically, the Board requested that \$5,000 be transferred from the Social Services General Account and designated as a separate line item. The total appropriation to the Department of Social Services would remain the same.

It is anticipated that the \$5,000 will be more than offset by the Department's increased activities in the area of collections. Restrictions on the use of the \$5,000 would include the following:

1. The funds could only be used as a last resort to meet essential needs and services which are not immediately available through other sources.
2. Reimbursement agreements will be required whenever there is a reasonable chance that the funds could be repaid at a later time.
3. The funds could only be issued with the written approval of the Director or the person acting as Director in his absence.

The secretary will contact the county controller to obtain guidance into how to obtain this change in the line items.

VII. In a motion by Marigene Richardson, supported by James Dompierre, the secretary was directed to advise all townships which participate in the work relief program, that the workers can now provide direct services to aged and handicapped.

Previously, work relief participants were prohibited from providing services at a client's home. Recent improvements in the Workman's Compensation coverage have eliminated the need for this restriction.

VIII. The secretary provided the Board with a copy of the Service Rating Form to be completed by the Area 1 Office. This form will be completed in January, 1979 and April, 1979 as an evaluation of the County Director. The Board was advised that Michael Miketinac, Manager of the Area 1 Office has invited the Board to assist him in this evaluation. Comments should be sent directly to Mr. Miketinac.

IX. The Board reviewed the "Fraud & Repayment Report" and the "Assistance Payments Statistics" booklet.

X. On a motion by Marigene Richardson, supported by James Dompierre, the Board rescheduled the February meeting from February 12, 1979 to Wednesday, February 7, 1979. The meeting will be held at 4:30 P.M. in Room 175 at the Marquette County Department of Social Services.

XI. The meeting was adjourned at 6:30 P.M.

Respectfully submitted,

David A. Berns
David A. Berns, Secretary

James T. Dompierre Chairperson _____ Member
Marigene Richardson Vice-Chairperson

GENERAL INTAKE - POLICY AND PROCEDURES

DEPARTMENT OF SOCIAL SERVICES

MEMORANDUM

To: Marquette County D.S.S. Staff

Date December 19, 1978

From: D.A. Berns,
David A. Berns, Director

Subject: General Intake - Policy and Procedures

Since I began, I have heard several questions from the staff, the Area Office and the community regarding our general intake procedures. Most of these questions involved our definition of emergencies or our procedures for scheduling appointments.

As a result, I asked Frank Patterson and Lyle Trombly to explain our general intake policy in a manner which we could all understand. Due to their fine efforts, we now have a written policy which I am proud to share with the community and with the Central Office.

Please review the attached material. I am sure that most of you knew this information already, but now it is in written form and can give us a common understanding of our procedures.

If you have questions or concerns regarding this material, please feel free to discuss them with your supervisor.

DAB/cv

cc: Michael Miketnac, Manager, Area 1 Office

Attachment

GENERAL INTAKE - POLICY & PROCEDURE

HISTORY: For many years the Assistance Payments (AP) Intake procedure was specialized in nature. Individual workers specialized in programs such as Aid to Families with Dependent Children (ADC), Medical Assistance (MA) and General Assistance (GA). During 1976 planning began for switching the procedure to the general intake process. In this system, individual intake workers take applications for any of the AP programs. Following a period of planning, training and re-organizing, partial general intake started during the summer of 1977 with ADC, MA, and GA being phased in. During the fall of 1978, the then separate Food Stamp (FS) intake section was phased in to complete the general intake concept for the AP programs.

POLICY: It can safely be said that the majority of the clients who request assistance are in some kind of an emergent situation or else they would not be applying. Therefore, it has become necessary to define those emergencies which require immediate attention. For intake appointment scheduling purposes an emergency is defined as a situation in which immediate action is necessary to avoid harm to the health, safety or well being of a child, family, or adult. In addition, consideration is given to age, disability, distance from the office, or other situations which would create undue hardship on a client if they were not seen immediately.

PROCEDURE: Nine workers at the AP-08 level comprise the intake section, each worker handling applications in all of the above programs. Seven workers are considered on-line at any given time, the eighth worker handling Information and Referral (I & R), the ninth worker considered as back-up for I & R and for any of the on-line workers on any given day so as to provide coverage at any given time. The preceding alignment is on a rotating basis so that all nine workers share in the various functions.

AP Intake is accomplished on an appointment basis. Experience in the previous FS intake system has shown that appointment scheduling produced the most effective results for both worker and clients. Control of the situation exists rather than the "helter-skelter" result of the walk-in system as occurred during the time of specialized intake.

Present capacity for all nine workers on an appointment basis is 624 per month, with each worker being scheduled for up to 24 appointments per week or 6 per on line day. The average FS case is processed in 5 days, ADC in 13 days, MA in 13 days, and GA in 7 days. The maximum wait from date of request until appointment date is 7 days. Processing of applications for all programs is well within standards of promptness for this county as evidenced by computer reports.

No-shows for appointments and late arrivals are normally re-scheduled, depending on circumstances. Past experience has shown that most no-shows or late arrivals are FS applicants and mostly from the college sector. Except for clients from the outlying county areas, fewer no-shows or late arrivals exist for the other programs. Late arrivals from the outlying area are generally accommodated on the appointment day without rescheduling. Local area (Marquette) late arrivals are normally rescheduled for a later date the same month (sometimes for two or three appointments).

In conjunction with appointment scheduling, provision has been made for emergency situations wherein circumstances preclude the wait for an appointment. Clients indicating an emergency situation are referred to supervisory staff for screening and a decision as to whether immediate attention is required. Prior experience with appointment scheduling in the FS program over a 5 year period indicated that some clients would claim an emergency situation in order to avoid waiting for an appointment, even if the appointment was for the next day. During screening interviews, supervisory staff have discovered in many instances that an emergency situation did not exist. Often funds, foodstuffs, or other resources, would maintain a client beyond a particular appointment date. As a result of the supervisory screening process, legitimate emergency situations are determined and services rendered the same day, whether it be Food Stamps, General Assistance or other forms of assistance. Careful screening in the above circumstances is essential in order to maintain the on-going

efficiency of the regular appointment scheduling, alleviating as much as possible appointment juggling, interruptions and delay of existing appointments. Legitimate emergency situations are handled more efficiently because workers are available for these situations rather than being tied up with non-emergency walk-ins. Supervisory screening determines when an emergency truly exists and insures prompt services to all clients.